# GESD SCR Process

Authorized Submitter forwards SCR to nfc.gesdrequest@nfc.usda.gov (PCB) (See list of abbreviations on following page.)

1.  PCB logs request into Remedy and assigns tasks to involved Branches.

2.  Authorized Submitter is notified by Support at NFC when project number is assigned.

3.  SRB prepares FRD for NFC internal review and determines if IA is required.

4.  PCB requests IA from FMO if required.

5.  Assigned Branches review FRD and prepare level of effort estimates (form FMCO-1).

6.  SRB finalizes FRD and submits to CMB.

7.  CMB forwards FRD to customer for signature.

8.  PCB reviews and forwards level of effort estimates (form FMCO-1) to FMO.

9.  FMO prepares IA and forwards to customer for signature.

10. Customer returns signed FRD.

11. Customer returns signed IA.

12. PCB presents eligible projects to CCB for scheduling (FRD and IA signed) in upcoming releases.

13. CCB schedules projects and addresses problems/issues raised by customers or developers.

14. PCB reports status of scheduled and unscheduled projects to PRT biweekly.

15. CCB reviews schedule progress and SCR inventory status biweekly.

16. Development Branches implement SCRs and report status/issues to CCB.

17. Authorized Submitter is notified by Support at NFC when project is implemented/closed.

Abbreviations:
CCB – Configuration Control Board
CMB – Client Management Branch
FMO – Financial Management Office
FRD – Functional Requirements Document
IA – Interagency Agreement
PCB – Project Control Branch
PRT – Project Review Team (Customer)
SCR – Software Change Request
SRB – System Requirements Branch